

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ENVIRONMENTAL COMPLIANCE SPECIALIST**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Environmental Compliance Specialist is a stand alone classification. Incumbents are responsible for enforcing the provisions of wastewater discharge permits, ordinances, and applicable rules and regulations ensuring compliance with a variety of Federal, State, and local requirements, including, but not limited to, the Pretreatment Program, Revenue Program, Storm water Regulations, Waste Discharge Requirements, and Air Board/District Requirements.

Incumbents in this classification may be required to occasionally work nights and/or weekends.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Conducts industrial wastewater sampling and analysis to ensure compliance with applicable regulations utilizing a variety of sampling equipment; prepares a variety of related reports.	Daily 30%
2.	Performs inspections of commercial and/or industrial sites to determine compliance with applicable regulations and determine proper sewer rate category; gathers and prepares information to be used for billing industrial, commercial, and/or septage accounts; implements billing categorization of facilities obtained through inspections.	Weekly 20%
3.	Prepares industrial inspection reports and processes initial, updated, or renewal wastewater discharge permits.	Monthly 10%
4.	Implements updates to applicable documents covering sampling requirements and guidelines.	Monthly 5%
5.	Investigates unusual discharges to the sewer system, determining the source of unusual colors, odors, and/or other applicable issues in the collection system and at applicable facilities.	Monthly 5%
6.	May assist in preparing for and participating in public education and outreach events, such as tours, classroom presentations, and home shows.	Monthly 5%
7.	Participates in preparing and disseminating a variety of paperwork in compliance with applicable Federal regulations.	Quarterly 5%

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8.	Prepares wastewater discharge enforcement documents outlining environmental enforcement actions and response plans.	Varies 0 – 10%
9.	May serve as project manager for assigned environmental program projects.	Varies 0 – 10%
10.	May estimate sewer discharge for e-accounts, including volume and strength of sewage discharged, billing and pretreatment categories, cost recovery charges, and/or other related items.	Varies 0 – 5%
11.	Conducts well sampling and analysis to ensure compliance with applicable regulations utilizing a variety of sampling equipment; prepares a variety of related reports.	Quarterly 15%
12.	Ensures compliance with Federal, State and local rules and regulations as they apply to the Publicly Owned Treatment Works (POTW).	Daily 50%
13.	Ensures and protects POTW compliance.	Daily 50%
14.	Develop or update the Pretreatment Program Local Limits.	Monthly 5%
15.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Chemistry, Environmental Science, Biology, Chemical Engineering, or closely related field and one year of experience in the water/wastewater quality control field or five years of inspecting and/or monitoring experience in the water/wastewater quality control field are required;
- Or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Environmental Compliance Inspector Certificate, Grade II

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Sampling methods, protocols and techniques for the testing of environmental samples including, but not limited to, water, groundwater, wastewater, soils and biosolids;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Operation of a composite wastewater sampler;
- Industrial wastewater pretreatment systems;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Commercial and industrial sewer rates;
- Water and wastewater flow measuring methods and advices;
- Wastewater treatment processes;
- Mathematical concepts.

#### **Skills** (position requirements at entry):

Skill in:

- Preparing and performing mathematical calculations
- Collecting and analyzing wastewater samples
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Collecting, analyzing, and interpreting laboratory data
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Safely operating and maintaining applicable tools and equipment
- Performing environmental compliance inspections, investigations, and enforcement activities
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008